



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 10**

1200 Sixth Avenue, Suite 900
Seattle, Washington 98101-3140

April 3, 2013

ENFORCEMENT CONFIDENTIAL

MEMORANDUM

SUBJECT: EPA Inspection Plan
BP Cherry Point Refinery
Blaine, WA

FROM: Javier Morales, RMP Coordinator
Office of Compliance and Enforcement
Pesticides and Toxics Unit

TO: File

EPA RESOURCES:

RMP Inspection Team:

Javier Morales, Region 10, RMP Coordinator, Lead Inspector
Bob Hales, Region 10, SEE RMP Inspector
Dan Roper, ERG Contractor, Technical Expert Support
Andy Loll, ERG Contractor, Technical Expert Support
Craig Haas, OECA, Support
Jim Peterson, E&E START Contractor, Inspector Support

Region 10 RMP Support:

Bob Hartman, ORC Attorney (Support TBD)

OTHER RESOURCES:

WA DOSH:

Wendy Drapeau, Industrial Hygienist, Inspector

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Roles/Responsibilities:

Name	Role	Responsibilities
Javier Morales	Lead Inspector	<ul style="list-style-type: none">• Conduct opening conference.• Schedule meeting or interviews with employees and company management as needed.• Conduct closing conference.• Identify how the deficiencies/problems translate into enforceable violations under the statute and regulations and draft the enforcement documents.
Bob Hales	Inspector	<ul style="list-style-type: none">• Review documentation and interview employees.
Andrew Loll	Contractor Support	<ul style="list-style-type: none">• Provide technical support in refinery processes.• Review documentation/interview employees• Support on-site inspection team.• Draft Document Review Report.
Dan Roper	Contractor Support	<ul style="list-style-type: none">• Provide technical support in refinery processes during the inspection.• Review documentation/interview employees• Support on-site inspection team.• Draft Document Review Report.
Jim Peterson	Contractor Support	<ul style="list-style-type: none">• Support on-site inspection team.• Take extensive notes during the inspection. Take photos and create a photo log.• Document control.• Draft the inspection report.
Bob Hartman	Legal Support	<ul style="list-style-type: none">• Provide support in inspection entry and CBI issues.• Assist in developing enforcement case (i.e. documents, etc.).
Craig Haas	Support	<ul style="list-style-type: none">• Support on-site inspection team.• Assist in developing enforcement case (i.e. documents, etc.).• Provide contractor support.

PROPOSED TIMELINE:

Date	Action	Comment
March 11 – 23, 2013	Draft NOI Letter	
March 28, 2013	Mail NOI Letter	
April 15 -19, 2013	Inspection	One week inspection.
April 22 – May 10, 2013	E&E to Draft inspection report	
April 22 – May 10, 2013	ERG to Draft document review report	
May 13, 2013	Final Draft Inspection Report	Coordinate with inspection team via e-mail on commenting on final report. Comments due 5/24/13.
May 16, 2013	Review ERG report	Comments due 5/20/13.
May 27, 2013	ERG to finalize report	Send final report to E&E to incorporate into inspection report.
May 27 – June 7, 2013	E&E to finalize Inspection Report	
Sept 2013 to TBD	Case development	Coordinate with EPA HQ.

Date	Action	Comment
	Draft Economic Benefit Analysis Memo	ERG to assist in economic benefit analysis
	Draft Penalty Calculation Memo	
	Draft Request for Attorney Memo	

PROPOSED INSPECTION SCHEDULE:

Date	Activity	Comment
Sunday 4/14/2013	<ul style="list-style-type: none"> • Inspection team traveling. 	Reserved one GOV vehicle. Driving to Bellingham, WA.
Monday 4/15/2013	<ul style="list-style-type: none"> • Bellingham, WA: Team Meets at 8:00 AM. • Inspection Entry: 9:00 AM • Opening Conference: 9:30 AM • Lunch break: 11:30 AM • Safety Briefing: 12:30 PM • Facility Tour and Document Review: 1:30 to 5:00 PM • Closing Meeting: 5:00 to 5:30 PM 	<ul style="list-style-type: none"> • Opening conference will be both management and union reps. • Should there be a closing meeting to set expectations for next day and everyday?
Tuesday 4/16/2013	<ul style="list-style-type: none"> • Arrive at Facility: 8:30 AM • Facility Tour and Document Review: 9:00 to 4:00 PM • Lunch break: 11:30 AM to 12:30 PM • Closing Meeting: 4:00 to 4:30 PM 	
Wednesday 4/17/2013	<ul style="list-style-type: none"> • Arrive at Facility: 8:30 AM • Facility Tour and Document Review: 9:00 to 4:00 PM • Lunch break: 11:30 AM to 12:30 PM • Closing Meeting: 4:00 to 4:30 PM 	
Thursday 4/18/2013	<ul style="list-style-type: none"> • Arrive at Facility: 8:30 AM • Facility Tour and Document Review: 9:00 to 4:00 PM • Lunch break: 11:30 AM to 12:30 PM • Closing Meeting: 4:00 to 4:30 PM 	
Friday 4/19/2013	<ul style="list-style-type: none"> • Arrive at Facility: 8:30 AM • Closing Conference: 9:00 to 11:00 AM • Inspection Wrap-up 11:00 AM to 12:00 PM • Team leaves to facility. 	

Hotel Information: Will use hotel in Bellingham, WA

Trip to Refinery: From Bellingham, WA is 20-25 minutes (15-16 miles)

PROPOSED CHECKLIST ASSIGNMENT
BP Cherry Point Refinery
Blaine, WA

Checklist Section	Program 3
A – Management	Javier
B – Hazard Assessment	Bob
C – Prevention Program- Process Safety Information	ERG
C – Prevention Program- Process Hazard Analysis	Bob
C – Prevention Program-Operating Procedures	ERG
C – Prevention Program-Training	Craig
C – Prevention Program- Mechanical Integrity	Bob/ERG
C – Prevention Program- Management of Change	ERG
C – Prevention Program- Pre-startup Safety Review	ERG
C – Prevention Program- Compliance Audits	Javier
C – Prevention Program- Incident Investigation	Javier
D – Employee Participation	Craig
E – Hot Work Permit	Bob
F – Contractors	Bob
G – Emergency Response	Javier
H – Risk Management Plan	Javier

Program 3 Covered Processes (12):

Process ID	Process Name	Chemical	Comments
1000033611	Unit #10 - Crude/Vacuum	Flammable Mixture	2/17/2012 reported incident on fire in the Crude/Vacuum Unit when a pipe failed and released hot vacuum residuum.
1000033612	Unit#11-#1 Reformer/Napha	Flammable Mixture	
1000033613	Unit #12 - Coker	Flammable Mixture	
1000033615	Unit #15 - Hydrocracker	Flammable Mixture	
1000033616	Unit #16 - Light Ends	Flammable Mixture	
1000033617	Unit #21 - #2 Reformer	Flammable Mixture	
1000033618	Unit #22 - LPG	Flammable Mixture	
1000033619	Unit #33 - Tank Farm	Isobutane [Propane, 2-methyl]	
1000033619	Unit #33 - Tank Farm	Isopentane [Butane, 2-methyl]	
1000033619	Unit #33 - Tank Farm	Flammable Mixture	
1000033619	Unit #33 - Tank Farm	Butane	
1000033620	Unit #45 - Isomer	Flammable Mixture	

Process ID	Process Name	Chemical	Comments
1000033621	Unit #26 - ULSD	Flammable Mixture	
1000033622	U#36/37-Gas Blender & LPG	Butane	
1000033622	U#36/37-Gas Blender & LPG	Propane	
1000033622	U#36/37-Gas Blender & LPG	Isobutane [Propane, 2-methyl]	
1000033623	Unit #30 - Utility Plant	Ammonia (conc 20% or greater)	